

ADMINISTRATIVE
INTERNAL USE ONLY

19 April 1974

MEMORANDUM FOR:
Chief, Control Division

SUBJECT: Agency-Watergate File Review

1. The files and records of the Biographic Profile Section, Qualifications Analysis Branch, Control Division, have been reviewed and all are considered to belong in Category a., "records which by their nature are highly unlikely to contain Watergate-related materials." No Watergate-related material was found.

2. Files and records reviewed include:

Conserv-a-Files - 3 linear feet - Memos sending Biographic Profiles throughout the Agency

72 linear feet - Master Biographic Profiles

33 linear feet - Master Qualifications Code Sheets

11 linear feet - Miscellaneous Records (Form memos; OPF mailing envelopes; quals code books; machine rosters of on-duty personnel used in preparation of Bio Profiles and qualifications coding or as logs to control OPFs in the Branch)

5-Drawer Legal-size File Cabinets (no cabinet numbers)

8 drawers - 16 linear feet - Br and Div Chrono and Subject Matter Files
Agency Regs, Notices, Handbooks
Monthly Machine Rosters (EODs, Seps, Name Changes)

Br and Div Activity Reports

Machine Run Folders (Answers to Qualifications Searches)

Special QAB Reports and Studies

2 drawers - 4 linear feet - Branch Xerox records and reports, supply requisitions, etc.

3 Cassettes (for 3M Reader-Scanner) listing training courses taken by staff personnel.

139 Total linear feet records reviewed.

STAT
C/QAB/BPSSec

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